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21 November 1966

MEMORANDUM FOR: Director of Central Reference

SUBJECT: COSATI Meeting, 16 November 1966

Summary: Dr. Hornig chaired the first part of the meeting. Andy Aines will be acting chairman until a successor to Bill Knox is named. Don Swanson will be a consultant to Dr. Hornig.

1. Dr. Hornig stated that he hopes to keep in closer touch with COSATI than he did during Bill Knox's tenure. He has also asked Dr. Kidd of his office, who serves as Executive Secretary of the Federal Council, to keep well informed on COSATI activities. In announcing that Don Swanson of the University of Chicago will serve as a consultant, he indicated that this would be in effect at least until a chairman of COSATI is named and might extend beyond that time. Bill Knox is still available as a consultant, but in view of his new position there would be risk of conflict of interest. His title at McGraw-Hill will be Vice-President and he will have corporate staff responsibility for advising and assisting management in advancing McGraw-Hill interests in information systems and services.

2. Dr. Hornig hopes that within the next year there will be more concrete steps towards establishment of a national information system.

3. Dr. Cummings asked about the Federal Council reaction to the Knox report on national systems. Dr. Hornig indicated that the Federal Council had not been fully familiar with the nature of the problem but that during the meeting the Council did agree that a small scale planning and coordinating group should be established within OST. They also felt that more elaboration was needed including an indication of what agencies or units should undertake which tasks. Later in the meeting, Walter Carlson was very critical of the paper that was presented to the Council, and stated flatly that he did not endorse it and felt that much damage had been done by it.

4. Walter Carlson raised the question of identifying which hat the COSATI chairman wears when he goes to a Federal Council meeting. Is he primarily a spokesman for COSATI or a staff member of OST? Since this is a question, should the leadership of the National Systems Task Force be removed from COSATI and unmistakably identified with OST itself? Dr. Hornig stated that it is too early

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for him to decide this point. But he did say that COSATI should be more than a meeting place for the members to keep themselves informed. If it is to lead to action, it is important that there be a close link between COSATI and OST. Having an OST staffer as COSATI chairman is one means of assuring this link.

5. Walter Carlson also commented on the difficulty in many agencies for one COSATI member to represent all of the information handling interests of that agency. For example, a technical information specialist may not be fully alert to the needs and capabilities of management information reporting. To this Dr. Hornig replied that COSATI is subordinate to the Federal Council and that the representatives of the Federal Council do represent all elements of, and interests of, their respective agencies.

6. Walter Carlson announced that Walter Christian is his new staff assistant and will replace Bob Stegmaier as his alternate on COSATI. He also announced that Bob Hays, formerly of the Office of Naval Research, has been named Executive Secretary of the new Panel on Management of Information Activities.

7. Two new observers were introduced, Gilbert Donahue of HUD, and James K. Ross of the Office of Education.

8. It was announced that Ellis Kelsey, a long time member of COSI and COSATI, died 15 November 1966.

9. The National Referral Center is assembling information for a listing of Government-sponsored and Government-operated information resources. Some agencies have already been approached to contribute data and all members are urged to cooperate.

10. Bernie Fry reported that the current R&D portion of U.S. Government Research & Development Reports will be discontinued until its purpose and format can be better defined. He has found very little evidence that this section is used. He feels that it would be far more useful if there were a subject approach to it, but thus far has been unable to blend the inputs into one set of subject headings. If this can be achieved, he hopes that the coverage of completed research and the coverage of on-going research can be integrated or at least used in parallel. In connection with the reporting of research in progress, Chalmers Sherwin was optimistic about the prospects for the task force on this subject which he chairs under the Federal Council. He admits that he rushed into this problem somewhat precipitously without full awareness of the work being done in COSATI and elsewhere, but he feels that in the long run the momentum stirred up is probably a good thing. He will be working very closely with COSATI from now on.

11. It was announced that the two guidelines on U.S. and international release of machine-readable tapes were approved by the Federal Council. Sherwin felt

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that the broadening of tape distribution programs is a critical point for the future of compatability and that it is therefore most important that standardization be carefully thought through at this time. After some discussion on this point, Mel Day somewhat heatedly pointed out that the guideline papers clearly specified that systems were not being endorsed at this time. Ed Stiles pointed out that he has a sub-panel ready to work on this problem as soon as it has a chairman. Bernie Fry will consider the suitability of Urbank of his staff for this job.

12. It was announced that Erik Bromberg, formerly librarian for the Bonneville Power Administration, is coming to Washington in March to replace Paul Howard as Department of Interior Librarian. At Bonneville he developed an SDI system and he is expected to play an active role in making information available to users. He is trained both as an electrical engineer and as a librarian. (I have heard him in a panel discussion and I consider him to be well informed and wide awake.)

13. The Task Group on Information Analysis Centers is still without a chairman. In the midst of much confusion and more ignorance, there were some semi-educated guesses that AEC would provide a chairman. (Ed Brunenkant was not at the meeting.)

14. Ruth Davis announced that her panel has not yet settled upon specific tasks to tackle. One subject would be the reduction of reports to microform. She stated flatly that there is no effective automated link between computer-like equipment and document storage equipment. She did say that most of the impressive equipment now in existence is in the intelligence community and that the intelligence community is now strongly represented on her panel. She feels that more effort must be put on coordinating machine assisted translation efforts with special emphasis on the interplay of machines and humans. She sees some promise in the use of display consoles to suggest to humans alternative readings for obscure terms, with the human making the final decision.

15. She stated flatly that none of the completed or on-going user studies provide any useful information for the design of systems. Her task force proposes to draft questions that might provide design data. Walter Carlson heartily endorsed her suggestion that some of the questions should be directed not to systems users but to systems operators. She also stressed that her concept of "system" does not necessarily start or stop with equipment--she is concerned with all aspects including procedures, management, and organization, but stopping short of funding.

16. Her panel is still having trouble defining information science technology. One of the difficulties is that it cuts across disciplinary lines. However, she sees no reason to give up since other inter-disciplinary fields such as oceanography show signs of coming under control.

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17. Ed Stiles reported that the revised Standard for Descriptive Cataloging of Government Scientific and Technical Reports has been published as PB 173314 and is available from the Clearinghouse and from GPO.

18. The paper on preparation of classified microfiche which will supplement the overall microfiche standard should be ready in a few days. (This has been in preparation for several months. So far as I am aware, CIA has not contributed to the revision.)

19. The Department of Defense has issued a standard on microfiche that is more detailed than the COSATI version. However, the two are fully compatible. It is the DoD version that will probably form the basis of a Government-wide standard to be issued by GPO.

20. Ed Stiles said that his panel is drawing up guidelines for the development of thesauri. This will draw upon the major on-going thesaurus projects.



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22. The Clearinghouse is considering further streamlining of its report distribution system, more or less along the lines followed by the Patent Office. One result would probably be a maximum price of approximately \$3.00.

23. The Department of Defense is giving priority to an intensive review of its management information program. A team chaired by Dick Ramond of General Electric will work full time with half a dozen topnotch consultants, meeting with them a few days each month. The hope is to enlist the concern of R&D managers in management information programs and not just the technical information people. It has long been a theme of DoD and COSATI that improved information can save large amounts of R&D money, but this cannot be achieved unless the supervisors of the information users recognize this contribution.

24. Most of the DDC field offices have been closed and DoD and PB reports withdrawn from the depository library program. Congressmen and academicians, including Jim Skipper, have been complaining and some compromise may have to be worked out.

25. The next meeting will be held 21 December 1966. The principle topic will be SATCOM.

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Acting CIA Librarian

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